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THE UNIVERSITY OF ILLINOIS

P Graduate PROGRAM POLICIES & PROCEDURES



DEPARTMENT OF
AGRICULTURAL ECONOMICS
UNIVERSITY OF ILLINOIS
AT URBANA-CHAMPAIGN

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GRADUATE PROGRAM POLICIES AND PROCEDURES

Department of Agricultural Economics
(Including Rural Sociology)
University of Illinois

I. Introduction and Purpose

The full potential of a graduate program can be realized only if students and faculty understand the policies and procedures established through the written rules at the University, College, and Department levels, as well as unwritten customs and practices. The purpose of this publication is to identify the current policies and procedures generally followed in the graduate program of the Department of Agricultural Economics. Additional information is available from other publications including:

- a. Graduate Programs bulletin of the University of Illinois at Urbana-Champaign
- b. Handbook for Advisers of Graduate Students
- c. A Handbook for Graduate Students
- d. Departmental brochure; University of Illinois Graduate Study in Agricultural Economics and Rural Sociology
- e. Financial Aid for Students
- f. Code on Campus Affairs and Regulations Applying to All Students
- g. Instructions for Preparation of Theses

II. Degrees and Areas of Study Offered

The Department of Agricultural Economics offers two degrees: Master of Science in Agricultural Economics and Doctor of Philosophy in Agricultural Economics. Official designation of the degree does not indicate any further specialization, but students may focus on a particular area through the selection of their course program and research topic. For the Ph.D. degree, further specialization is obtained through the selection of the two specialty areas

in agricultural economics in which preliminary examinations will be written and the selection of a minor field, if desired.

Within the Department, groupings have been established for purposes of research and graduate studies planning. These groupings are as follows and provide areas of specialization for graduate study:

1. Agricultural Finance
2. Agricultural and Food Policy
3. Farm Management and Production Economics
4. International Agricultural Economics
5. Marketing and Agricultural Prices
6. Natural Resource Economics
7. Quantitative and Research Methods
8. Rural Community Development

Agricultural economics students interested in rural sociology normally supplement their required programs with substantial study in sociology and related fields, perhaps to the extent of a minor. A student interested primarily in rural sociology ordinarily enrolls for a degree in the Department of Sociology. Degree requirements for such students are those described in Sociology rather than in Agricultural Economics. Applications for admission to graduate work in Sociology submitted to the Department of Agricultural Economics will be forwarded to the Department of Sociology for review and action.

Specialized training in the subdiscipline of Rural Sociology is offered in the Department of Agricultural Economics. In addition, the academic adviser will usually be one of the rural sociology staff in the Department of Agricultural Economics (who also holds an appointment in Sociology). Thesis research will ordinarily be conducted under the supervision of the same adviser. Students interested in Rural Sociology may apply for a research assistantship in the Department of Agricultural Economics.

Although not required, the applicants for admission and/or financial aid are encouraged to submit their Graduate Record Examination score(s). If submitted, it will be used along with the required information in evaluating the application.

III. Academic Advising

The most important advisory function is to assist the student in planning the individual graduate program, while permitting sufficient flexibility to make changes if new interests or courses develop. Planning is necessary to ensure that desired courses are preceded by proper prerequisites and that logical course sequences are maintained. This counseling is emphasized by the need for the doctoral student to properly sequence those courses, some of which are not offered each year, which adequately prepare the student for the written preliminary examinations in two specialty areas in agricultural economics.

The various committees described in this section serve in an advisory capacity. The final responsibility lies with the graduate student and adviser for building an individual program within the framework of the particular degree requirements.

Initial Program Planning Committee. A temporary committee, composed of two faculty members plus one post-preliminary examination doctoral student, is appointed by the Department Head in consultation with the chairperson of the Graduate Programs Committee for each student prior to initial registration. These committees will serve students for initial counseling. The function of the committee(s) is to assist the student in selecting the program and course sequence that best meets individual objectives and requirements. The official responsibilities of the committee are fulfilled prior to advance enrollment for the second semester, although the student may continue to seek their advice.

Major Adviser. All graduate students have an official major adviser, who serves as the representative of the Graduate College and the Department in helping the student fulfill individual program objectives and meet minimum degree requirements. Prior to advance enrollment during the first semester of study, each new student, in consultation with administration, must select

a major adviser. The new doctoral student will select the two specialty areas in which the student expects to write agricultural economics preliminary examinations and, from one of these areas, a major adviser will be selected.

Such initial selections, and any subsequent changes, are recorded on an appropriate form to be filed with the administration, the adviser, and the student. The adviser (who must be a member of the Graduate Faculty to advise Ph.D. candidates) is designated by the Head of the Department after consideration of the student's preferences, interests, and experiences. If interests and program objectives evolve differently than anticipated, the student may change the major adviser at any time during the program, in consultation with the Head of the Department and the faculty members involved.

Advisory Committee. The advisory committee, composed of the major adviser and at least two additional faculty members, guides the student throughout the graduate career. The members of this committee are selected by the student as soon as practicable, after consultation with the major adviser and the Head of the Department. For doctoral students, the committee must include faculty from both specialty areas in which the student expects to write preliminary examinations. Changes in the committee membership may be initiated by the student, the major adviser, or the Department Head.

In case of the Master's candidate, the advisory committee administers the final examination. In the case of the Ph.D. candidate, the advisory committee may develop into the official, final Ph.D. committee appointed by the Dean of the Graduate College.

Students are encouraged to seek counsel and information as needed from any member of the faculty.

Oral Preliminary Ph.D. Committee. The oral preliminary doctoral committee is composed of at least four, customarily five, faculty members.

All members should be chosen from among members of the Graduate Faculty. Departments are encouraged to recommend appointment of members from other universities. A letter of recommendation describing the person's particular qualifications to serve on the committee as well as a commitment of resources to defray the necessary expenses should accompany a recommendation of an off-campus member of a committee. Emeritus members of the UIUC Graduate Faculty are eligible to serve.

This committee is appointed by the Dean of the Graduate College upon recommendation of the Head of the Department. The committee is appointed according to procedures described under "Preliminary (oral)" in Section VI, and is responsible for conducting the preliminary oral examination.

Final Ph.D. Committee. The final doctoral committee is composed of at least four, customarily five faculty members. All members, including the director of dissertation research, should be chosen from among members of the Graduate Faculty. The committee, usually representing staff competencies relevant to the thesis research, is appointed by the Dean of the Graduate College upon recommendation of the Head of the Department, who, in turn, solicits suggestions from the major adviser. Normally, one of the members of the committee is from outside the department representing a related area of competency. Departments are encouraged to recommend appointment of members from other universities. A letter of recommendation describing the person's particular qualifications to serve on the committee as well as a commitment of resources to defray the necessary expenses, should accompany a recommendation of an off-campus member of a committee. Emeritus members of the UIUC Graduate Faculty are eligible to serve. The major adviser serves as Chairperson of this committee, which is responsible for conducting the final examination after the dissertation is completed.

Grade Reports. Each of the student's instructors in agricultural economics may be invited to report the student's grade and rank in class for the course to the Department Head on a form obtained from the departmental office. The report includes a statement concerning the performance, progress, and potential of the student. The information from these reports will be entered on a master record for each student which is open to the student being reported on. The Department Head may seek similar information from instructors in other departments. After the Department receives the grades for its graduate students, the departmental secretary will enter on this master record any credit/no credit grades appearing on the student's grade report for that course.

Course Changes. The "Graduate College Calendar" specifies the latest dates for adding and dropping courses. A calendar is printed each spring for the next academic year and copies may be obtained from the Graduate College, 330 Administration Building. The dates are also available in 304 Mumford Hall. Since the Graduate College does not accept changes after these dates, except for justifiable reasons, any change made after the deadline date must be clearly justified by the student's major adviser in a note accompanying the Change of Program Form. In addition, a record of all courses dropped after the deadline plus the reasons for the action must be given to the Department Head and placed in the student's file, so this will be available for future reference by authorized personnel.

Enrollment Requirements. Students who are enrolled at the University of Illinois Urbana-Champaign campus during the spring or fall semesters may advance enroll for the following semester. Specific instructions may be obtained from the student's major adviser or the Assistant Head for Teaching. For registration or advance enrollment, each student must complete the Program Request Form and have it signed by the major adviser. For advance enrollment,

the completed form must be deposited in the departmental office.

All graduate students majoring in Agricultural Economics must register in Section A of Agricultural Economics 491 each semester they are in residence in this Department. Normal and maximum credit loads appropriate for the various kinds of graduate appointments are specified in Appendix A.

IV. Program of Study for the Master's Degree

Courses and Units. The program must include a minimum of eight units.

At least four units must be at the 400-level. Two of these four must be in agricultural economics and can be for 499 (thesis) credit. In addition, the Master's degree program must include a minimum of:

1. Two units in economics, at least one of which is in economic theory. One of these could also fulfill requirement "2" below.
2. One unit in quantitative or research methods. This unit is to be selected from the courses listed in Appendix B to Graduate Program Policies and Procedures. If in economics, it could also fulfill part of requirement "1" above. If in agricultural economics, it could fulfill part of requirement "3" below.
3. Four units in agricultural economics, including thesis and course work. One of these could also fulfill requirement "2" above.
4. Two units of electives, to achieve a minimum of six units of course work.

Ordinarily, two units of credit are earned with the M.S. thesis, although there is no maximum limitation so long as the minimum of six units of course work is fulfilled.

Gradepoint. To qualify for an advanced degree, the Graduate College requires a gradepoint average of at least 3.75 (where A=5.00) for all graduate work completed on this campus.

Major and Minor. The official major for all Master's degrees in this Department is Agricultural Economics. Although this may be unofficially modified by specific areas of emphasis through the selection of courses and thesis topics, no official minor is required or recorded.

Thesis and Examinations. Except in unusual circumstances (e.g., previous research experience evidenced by a graduate thesis, published work evaluated as comparable to an acceptable Master's thesis, or outstanding graduate scholastic performance), each candidate for the Master's degree will be required to write a thesis. The Head of the Department, upon written recommendation of the student's advisory committee, determines whether the thesis is to be waived and the amount of additional course work that is to be taken in lieu of a thesis, and will inform the student and adviser, with a copy for the student's file. Waiver of thesis does not ensure successful completion of the Master's degree and is not equivalent to a waiver of the degree.

If the Master's thesis is waived, the student's advisory committee will conduct a comprehensive examination covering the student's program in order to determine qualification for the Master's degree. If the student writes a thesis, the advisory committee will examine the student orally on the thesis and a general knowledge of the student's field before the thesis can be approved and submitted to the Graduate College. The thesis must be submitted to the examination committee at least one week prior to the scheduled oral examination date. Providing all committee members agree, a shorter reading period is permitted. One copy of the approved thesis must be deposited with the Head of the Department one week before the thesis is due in the Graduate College office. The oral examination must be scheduled so as to permit the above sequence.

Following the examination, with or without a thesis, the committee will submit a written report to the Head of the Department. The report will state the results of the examination as "pass" or "fail", also making a recommendation about the student's potential for completing a Ph.D. degree and evaluating the student's academic strengths and weaknesses.

With regard to the format of the thesis, the Graduate College has the responsibility for ascertaining that certain minimum requirements are met. A leaflet detailing the Graduate College requirement is available in the Graduate College office. The remainder of the format check is incumbent upon our department and is exercised by the student's major adviser (thesis supervisor). The departmental format check is carried out in accordance with Graduate College regulations. Other requirements regarding the thesis are available in other publications. A "Graduate College Calendar" which may be obtained in 330 Administration Building, lists the timetable to be followed.

Time Limit. All requirements for a Master's degree must be completed within five years after first registration in the Graduate College.

Continuation for the Ph.D. Degree. At least three months prior to completing the Master's program, any student desiring to continue for the Ph.D. in this Department should file for admission to the Ph.D. program by completing the regular form, "Application for Graduate Appointment", and submitting it to 304 Mumford Hall. The Department will evaluate the student's credentials and inform the student in writing of the decision regarding admission to the Ph.D. program and financial support during this study program.

V. Program of Study for the Ph.D. Degree

Courses and Units. The program must include a minimum of 24 units including:

1. Three units of economics courses, with at least one unit each of micro and macro theory at the 400-level. One of these could also fulfill part of requirement "2" below. (See information concerning the economic theory examination in Section VI, Ph.D. Examinations, under "Qualifying (written preliminary)".)
2. Two-and-one-half units of quantitative and research methods. One of these, if in economics, could also fulfill part of requirement "1" above. Quantitative and research methods are defined to include

courses which deal specifically with techniques that can be used to analyze problems studied in agricultural economics. Courses in statistics, econometrics, and operations research are generally appropriate. Courses dealing with mathematics with no direct application to agricultural economics will not satisfy the requirement. The Chair of the Quantitative and Research Methodology group will prepare, with the collaboration of other group members, a list of approved and disapproved courses included as Appendix B to Graduate Program Policies and Procedures.

3. Eight units of thesis research in agricultural economics.
4. Ten-and-one-half units of electives from this or other departments including any credit from the Master's degree (maximum of eight units) not used to meet the Ph.D. requirements specified above.

Approved graduate courses completed here or elsewhere, or graduate credit for a Master's degree (up to eight units), may be used to fulfill part of the Ph.D. course requirements. However, a minimum of six units of course work (including Ag Ec 491, but excluding Ag Ec 499) must be taken after passing the examination for the Master's degree. A student will only be accepted as a candidate for a Ph.D. degree contingent upon completion of an acceptable Master's degree at this or another university.

Grade point. To qualify for an advanced degree, the Graduate College requires a grade point average of at least 3.75 (where A=5.00) for graduate work completed on this campus.

Major and Minor. The official major for the Doctor of Philosophy degree taken in this Department is Agricultural Economics. One or more minor areas of specialization, related group of courses in one or more departments, may be required. Also, it is not officially recorded except on oral or final examination forms. However, the major adviser should be aware of a student's choice in this matter. If the minor is outside the major department, its content and the examination (if required) must be approved by the department(s) or division(s) concerned. For example, the Economics Department offers a written preliminary examination at the minor level. The Economics Department

administers the written preliminary examination and provides staff representation on the oral examining committees.

Thesis. A thesis is required in which the student demonstrates the capacity for independent research on a topic within a major field of study. Its topic must be reported to the Graduate College at the time of the preliminary (oral) examination. If there is a substantial change in the thesis topic, this must be reported to the Graduate College on a form available in the Graduate College office.

The student's selection of a thesis topic and its acceptance by the student's advisory committee are among the most important steps in meeting the requirements for the Ph.D. degree. At the time a student has tentatively selected a thesis topic and feels prepared to defend the topic and method of research, the student notifies the major adviser who, with the student's advisory committee, arranges a seminar to examine the thesis proposal in depth before any substantial analysis and thesis writing is done. The seminar must be arranged to be held no later than the time the student completed the equivalent of three units of registration for thesis credit. This includes registration prior to or current to the term in which the oral preliminary examination is held. Once the three units have been completed, the student's major adviser will refuse to sign a program request from the student containing additional thesis credit until the seminar has been held.

This same committee also serves as the final examination committee, if available at the time. The seminar is conducted for the Agricultural Economics Department faculty but is open to anyone. It must be scheduled on the calendar of the Head of the Department. The time, place, and topic of the seminar will also be sent to the Editor of the departmental Newsletter at least two weeks in advance of the date of the seminar so that persons

wishing to attend may be informed. The student's committee determines whether the thesis topic is acceptable, and this finding is made a matter of record by means of a letter from the major adviser to the Head of the Department. If the committee finds the topic acceptable, the final evaluation of the thesis, with reference to the degree requirement, will be based on the adequacy with which the topic is treated and not on the appropriateness of the topic selected.

With regard to the format of the thesis, the Graduate College has the responsibility for ascertaining that certain minimum requirements are met. The Graduate College will send a copy of its regulations regarding the thesis to each candidate at the time the preliminary examination committee is appointed. The remainder of the format check is incumbent upon our department and is exercised by the director of the dissertation research (normally the student's major adviser). The departmental format check is carried out in accordance with Graduate College regulations. Other requirements regarding thesis (e.g., timetable) are shown in other publications available from the Graduate College office.

Languages. No foreign languages are required by the Department for the Ph.D. degree, although a knowledge of one or more foreign languages is sometimes important to the educational objectives of the student. The student's adviser may set such language requirements as deemed necessary. "To Learn A Foreign Language", a discussion concerning the value of and procedures for developing foreign language competency, is on file in 305 Mumford Hall.

Time Limit. Candidates for the Ph.D. degree who do all their graduate work at this University must complete all requirements within seven calendar years after first graduate registration. A candidate with a Master's degree

received elsewhere or a graduate of this University whose study is interrupted between the M.S. and Ph.D. program must complete all requirements within six years of the first registration of the Ph.D. degree. A candidate for the Ph.D. is required to take a second preliminary examination if more than five years elapse between the preliminary and final examinations.

VI. Ph.D. Examinations

Ph.D. students majoring in agricultural economics must satisfactorily complete the following examinations (in addition to those required in course work): qualifying (written preliminary), preliminary (oral), and final (oral).

Qualifying (written preliminary). A written qualifying examination must be passed in three areas:

1. Economic theory.
2. Agricultural Economics--One examination in each of two of the subject matter areas of the student's choice from among the eight areas of study listed on page 2.

The written examination in economic theory is administered by the Department of Economics which also sets forth its nature and purpose. It must be passed at either the major or minor level, as chosen by the student, before the other two written examinations may be taken. It may not be taken before successful completion of the Master's oral examination.

Beginning in the Fall Semester of 1980, the minor examination will be based on materials covered in Economics 402 and 403. To prepare for the major-level examination, most students will take Economics 402, 403, 404, and 405; and examination questions will be solicited from all faculty who taught these courses in the most recent two years.

The written preliminary examinations in the eight subject matter areas in agricultural economics will be offered two times a year, approximately three weeks following the end of each semester. The Department Head will

establish and announce the time of each examination. The purpose of these examinations is to evaluate the student's comprehension of the knowledge encompassed in these subject matter areas (as indicated by the courses offered in each area) and ability to apply this knowledge to economic problems. Those choosing the field in quantitative and research methodology have the option of satisfying that requirement by passing the examination administered by the Agricultural Economics faculty or by passing the econometrics preliminary examination given by the Economics faculty. In the event of failing an examination from one department the student may elect to retake that department's examination or the other department's examination. However a student may take only a total of two examinations in quantitative and research methodology.

All students writing an examination in a given subject matter area in a given examination period will be administered the same examination by the same committee. A student must write both agricultural economics examinations in the same examination period unless an examination is being repeated. If the preliminary examination in quantitative and research methodology is taken in the Economics Department it must be taken in the same or an adjacent time period.

The faculty assigned to each subject matter area is responsible for developing, administering and evaluating the preliminary examinations written in that area. Not later than July 1 of each year, the chairperson of each subject matter group will provide to the Department Head a written list of the names of three or more faculty in that group who will function for both examinations offered in that area during the coming academic year. A majority must be members of the Graduate Faculty. The list will also designate an examination chairperson for each of the two examining periods.

The same examination committees will function throughout a given academic year with rotation of membership from year to year as deemed appropriate by the faculty of each group. The examination committees will be listed in Faculty Facts.

If a member of an examination committee is unable to perform the duties described above, the Department Head will designate an alternate member. All members of the committee will read all of the examination papers and the committee decision, based on a majority vote, will be reported within two weeks. The chairperson reports the results of each examination in writing to the Department Head as "pass" or "fail" with a copy to the student and major adviser. Additional qualitative remarks are appropriate, if desired, providing they represent the consensus of the examining committee.

A student who fails a written qualifying examination in agricultural economics may retake it by writing the regular examination given in any subsequent examination period, if recommended by the initial examining committee. A student will not be allowed to take a written qualifying examination in agricultural economics a third time. A student who fails a written qualifying examination in economic theory may retake it in any subsequent examination period but may not take it a third time. All written qualifying examinations must be passed before the student takes the oral preliminary examination.

Preliminary (oral). The purpose of the oral preliminary examination is to evaluate the student's ability to do the following: 1) orally indicate comprehension of the knowledge encompassed in the student's required and elected courses, 2) apply such knowledge to economic problems, 3) amend weaknesses revealed in the written preliminary examinations, and 4) initially characterize a dissertation research endeavor. The examination must be taken

within 30 days after passing the last written qualifying examination. Prior to the oral examination, the student must have completed all requirements except the thesis (see "Courses and Units" under Section V) including:

1. The minimum of sixteen units of graduate credit.
2. Removal of all excused and deferred grades (other than Ph.D. thesis units).
3. All requirements of the major and minor departments.

Within this 30-day period, the Department Head, in consultation with the major adviser, will recommend to the Dean of the Graduate College the oral preliminary examination committee and its chairperson. Subject to Graduate College requirements, this committee of four or more faculty members will include members of the Department, plus a member selected from outside the Department representing a related area of competency. Departments are encouraged to recommend appointment of members from other universities. Emeritus members of the UIUC Graduate Faculty are eligible to serve. All members of this committee must be members of the Graduate Faculty. The Department Head will appoint the chairperson of the oral examining committee. The student's major adviser shall be a member of the committee but may not serve as chairperson. The chairperson is responsible for scheduling the examination and notifying the membership of the time and place.

The decision made at the oral preliminary examination must be unanimous and the results must be reported to the Graduate College as "Pass", "Decision Deferred", or "Fail". If agreement cannot be reached, it is the responsibility of the chairperson to consult with the Dean of the Graduate College. If a student is allowed to take the oral preliminary examination for the second time, the committee shall be appointed anew in the same way as indicated above.

The topic the student intends to propose for a doctoral dissertation will be announced at the oral preliminary examination. Other procedural requirements relating to the thesis are described in Section V, under "Thesis".

The student need not be registered at the time of the preliminary oral examination; however, a Ph.D. candidate must register each full term after successfully completing the oral examination until the 24-unit credit requirement has been completed. Candidates in absentia are not required to register provided the above requirement has been fulfilled, but in such a case, must apply for readmission and be registered during the term in which the final examination is taken.

Final (oral). The final examination following completion of the thesis will be conducted in accordance with procedures outlined by the Graduate College and in the previous sections of this publication entitled, "Academic Advising--Final Ph.D. Committee" and "Program of Study for the Ph.D. Degree--Thesis". The purpose of this examination is to evaluate the student's performance in the dissertation research and ability to use the knowledge gained in graduate study in a professional manner in the field of agricultural economics.

The chairperson is responsible for scheduling the final examination and notifying the membership of the time and place. The student is required to submit the thesis to the examination committee at least one week prior to the scheduled final examination date. Providing all committee members agree, shorter reading periods are permitted.

The decision made at the final examination must be unanimous, and the results must be reported to the Graduate College as "Pass", "Decision Deferred", or "Fail". Each committee member must also indicate that the dissertation has been read and found to be "Satisfactory", "Satisfactory,

pending revision", or "Unsatisfactory". If the committee does not agree on a recommendation, the chairperson must confer with the Dean of the Graduate College. Following passage of the final examination, one copy of the approved thesis must be deposited with the Head of the Department one week before the thesis is due in the Graduate College office.

VII. Student Grievances

Any graduate student believing that unfair treatment was received in connection with any of the above examinations or any other matter involving the departmental program may bring such a grievance before the Department Faculty and Student Grievance Committee. Procedures to be followed are outlined in Faculty Bylaws of the Department of Agricultural Economics, available in 305 Mumford Hall.

VIII. Credit and Non-Credit Course Alternatives and the C. I. C. Scholar Program

Transfer Credit. A doctoral candidate with a Master's degree accepted from another university automatically receives the equivalent of eight units of credit. A student who has graduate courses completed elsewhere but who does not have a Master's degree may use the official forms to petition for transfer of credit with a recommendation from each of the following faculty members of the University of Illinois: The Head of Department of Agricultural Economics, the major adviser, and the staff member designated to examine the student in the course work in question. The petition must also be approved by the Graduate College in order to transfer credit.

Extramural and Correspondence Courses. Extramural graduate course credit up to two units completed within the State of Illinois may be applied toward a Master's degree only, and then only when approved before register-

ing for the course by the adviser and when it is part of an integrated program. Correspondence courses may not be used to fulfill any course unit requirement for a graduate degree, but may be used in removing deficiencies.

Credit/No Credit Option. The credit/no credit option has been extended to graduate students by the Graduate College, with the limitation that two units of graded course work (not including thesis and noncredit seminar) must be completed for every one unit on the credit/no credit option.

Further departmental policy provides that a graduate student with a major in agricultural economics is permitted to take any course within the above ratio on a credit/no credit option except: (1) for the Master's degree candidate, the specified two required units of economics, and (2) for the doctoral candidate, the specified three required units of economics and the specified two-and-one-half units of quantitative and research methods.

Election of the credit/no credit option requires approval of the major adviser and completion of the "Credit/No Credit Option" form no later than the first eleven weeks of instruction (four weeks for the eight-week summer session). Once elected, the credit/no credit option may be removed by completion of a second "Credit/No Credit Option" form no later than the first eleven weeks of instruction (four weeks for the eight-week summer session). There is no difference between credit/no credit courses and graded courses concerning course load and units of credit.

Auditing Courses. A student may audit any course by filing a separate audit form with the Records Office, following approval of the instructor involved and the Graduate College. Such official audit courses earn no credit but are entered on the transcript. Audits are not to be entered on the Program Request Form.

C. I. C. Scholar Program. The Committee for Institutional Cooperation program offers the opportunity for degree candidates at Illinois to take selected courses at ten other midwestern institutions. To benefit from special offerings or facilities at these other institutions, the student must obtain approval from the major adviser, the Head of Department, and the Graduate College. The student must also have an endorsement from the host institution. The student must register at the University of Illinois for the work being taken at the cooperating institution. Additional information is available from the Graduate College in the publication "C. I. C. Traveling Scholar Program for Graduate Students".

IX. Graduate Minor in Agricultural Economics

Master's Degree Level. No official recognition is given to a minor at this level of graduate study in agricultural economics; however, extensive opportunities exist for a Master's program in other fields to be strengthened by courses selected in agricultural economics and rural sociology.

Ph.D. Degree Level. For a Ph.D. student in another field to qualify for a Ph.D. minor in agricultural economics, two units must be completed in agricultural economics and/or rural sociology, at least one being at the 400-level; and pass the written preliminary examination in the appropriate area of concentration. This part of the course program must be planned under the guidance of a staff member appointed by the Head of the Department of Agricultural Economics.

X. Graduate Appointments

Types. Applications for graduate appointment may be filed with the application for admission or at any time during the degree program. An applicant who loses in the initial competition for a graduate appointment may reapply at a later time by completing the regular form, "Application for

Graduate Appointment", and submitting it along with possible new letters of reference to 304 Mumford Hall. There are several kinds of graduate appointments which carry varying amounts of financial support. Competition for these makes it particularly important to submit the application as early as possible. Some of the more common types of financial assistance available are described below.

Fellowships. University and special memorial fellowships generally provide stipends of \$4500 for eleven months, with exemptions from tuition and at least some of the fees assessed at the time of registration. Fellowship holders may, with approval, accept a part-time teaching or research assistantship generally not exceeding one-quarter time, but must at all times carry three units or equivalent of course work.

Tuition and Fee Waivers. These awards carry exemption from tuition and service fees, require registration for at least three units, and permit part-time employment. They are offered in University-wide competition, and are awarded to students with strong academic credentials.

Assistantships. The most common appointment is the graduate research assistantship for one-half time, with tuition and service fee exemption, permitting a maximum course load of $3\frac{1}{2}$ units per semester. The normal eleven-month stipend (fiscal 1980-81) is \$6260 for students with a Bachelor's degree and \$6550 for students with a Master's degree. Normally, applications for assistantships exceed the number that can be awarded. Research assistants are selected on the basis of qualification for contribution to research projects in the Department. Limited opportunities are available for teaching assistantships. Appointments of more than one-half time are offered when experience warrants greater professional responsibility. Assistantships of less than one-half time may be offered under special circumstances.

Students on assistantships are expected to contribute to research or teaching in the Department, through the assigned project supervisor, to the

extent of the time specified in their appointment. Supervision is usually given by the leader of the research project to which the student is assigned or by the professor in charge of the course, in the case of a teaching assistant. The assistantship supervisor and academic adviser need not be the same.

For the initial assignment, assistants will be assigned, Master's candidates for the first semester and Ph.D. candidates for the first year, on the basis of greatest need for research support and balance among subject matter areas. These assignments will be made by the Department Head in consultation with group leaders and appropriate Assistant Department Heads. Supporting funds may come from Hatch projects or from outside grant or contract funds. To the extent possible, attempts will be made to match student interest with research and teaching needs. On this initial assignment, most assistants will be assigned to research, but on occasion a Master's degree candidate on assistantship may be assigned to assist in teaching or extension. Beyond this first assignment, the academic adviser and assistantship supervisor will typically be the same faculty member (see Section III, Academic Advising). Further teaching opportunities often exist for assistants later in their program of study.

Recommendations for the continuation of assistantship appointments are solicited each year from project supervisors and academic advisers. The contribution made to the research project or the teaching assignment is a major factor in determining this continuation. In demonstration of this contribution, publishable research reports by Ph.D. candidates on a one-half time research appointment by the end of the first year of assignment are strongly encouraged. Assistantship supervisors are responsible for assisting the student in the development of the report, and it may be co-authored.

Assistantship research may be applied toward the student's thesis, depending somewhat on the student's ability to identify and formulate research

interests early in the program. It is desirable for Master's candidates to begin formulating a thesis topic no later than their second semester and Ph.D. candidates no later than the first year after completing their M.S. program. Staff members are responsible for providing equitable assignments for all graduate assistants.

Assistantship funds are necessarily limited and compete with other uses for research funds. In order to provide assistance to as many students as possible, regardless of the source of funds, the following time limitations generally apply to assistantships and tuition and fee waivers:

1. Graduate assistantship appointments of any amount will be limited for Master's degree candidates to no more than three semesters plus contiguous summer periods. Reappointment during this period is contingent on meeting the minimum standards for continuation in the Graduate College and on satisfactory performance of the responsibilities assigned. The three semesters of appointment need not be consecutive. Master's degree candidates anticipating continuation toward doctoral study are still subject to these limitations until the thesis has been deposited at the Graduate College.
2. Graduate assistantship appointments of any amount for doctoral candidates who have completed their Master's degree here or an acceptable Master's degree elsewhere will be limited to no more than two calendar years prior to passing all preliminary examinations and a maximum of three calendar years for completion of all Ph.D. requirements. Reappointments within these time periods are contingent on meeting the minimum standards for continuation in the Graduate College and on satisfactory performance of the assistantship responsibilities. The two-or-three-year limitations do not require that the appointment be held during consecutive semesters.
3. Fellowship or Non-Support Followed by Assistantship--As a rule, the remaining time limit of assistantship support for students accepting assistantships who had previously held fellowships or were on non-support status shall not exceed the time limit remaining if the student had held an assistantship over the entire period of degree work.
4. Extensions, at the same or a reduced stipend level, beyond these limits may be made, but should not be anticipated without written approval by the Department Head.
5. On occasion, grant or contract funds become available to the Department for a project assistant for a specified period of time, usually less than those just noted above. The time period involved will be clearly specified in writing to the student. This type of assistantship may be awarded by the Department Head on the recommendation of the chairperson of Graduate Admissions and Recruitment Committee and supervising faculty member.

Part-Time Workshops. Depending on the need for research assistance in the Department and the abilities and needs of students, hourly work may be offered over a period of several months. The student does not receive a waiver of tuition and fees. The experience and monetary benefits may be similar to that received on an assistantship and this employment alternative offers considerable flexibility. Arrangements should be worked out with individual faculty members.

USDA Appointments. During most years, several students will be on USDA graduate trainee appointments. These range from full study programs (on a leave basis for selected career professionals) to part-time, work-study programs arranged to suit the mutual interests of students and the USDA. Information concerning these appointments is available from USDA economists associated with the Department.

Student Loans. Several different loan funds are available, often at less than current market interest rates, from the Student Loan Office. Some carry partial cancellation for subsequent teaching.

XI. Petitioning

Any deviation from policy or procedures stated herein or from other regulations must be approved in writing by the Head of the Department; or if a Graduate College policy, by its Dean on an official petition form available at the Graduate College or in the departmental office.

XII. Publication of Student Research

Students are encouraged to carry their research (particularly theses) or teaching work to the publication stage in the Department or College, or in professional media. Such publication offers the possibility of communication to the public as well as the profession, provides useful experience, and demonstrates professional performance. A new outlet is the North Central

Journal of Agricultural Economics which is currently edited in this department. Considerable responsibility rests with the thesis adviser in implementing this process, which could add greatly to the student's professional experience.

Publication alternatives within the Department include the following:

1. AE (Agricultural Economics)--a numbered series.
2. AE(T)--An AE series pertaining to teaching resources.
3. Economics for Agriculture--a numbered series in specified topic areas.
4. RSM--Rural Sociology subject matter in a numbered series.
5. Experiment Station Bulletins.
6. Cooperative Extension Circulars.
7. RSE--Rural Sociology subject matter in numbered series, particularly for Extension use.
8. Farm Management Facts and Opinions--a numbered series issued approximately once a month.
9. AERR--a monograph research series that is numbered.
10. Conference proceedings.
11. Illinois Agricultural Economics Staff Paper.

XIII. Secretarial and Other Auxiliary Services

Some auxiliary service is normally available for graduate students on assistantships or USDA appointments, or for those with assignments in the Department specifically connected with teaching and research responsibilities. All arrangements should be made through the faculty member supervising the student's work. The final copy of the thesis is the responsibility of the student.

Office space and equipment are provided, within the limitations of departmental resources. Due to severe office space limitations, the Department is not able to provide desk space for all graduate students. The Head of the Department has currently delegated the assignment of these limited desk

spaces for all graduate students (except USDA appointees who are handled on a staff-allocation basis) to the officers of the Agricultural Economics Graduate Student Organization who follow these priorities: (1) doctoral students on assistantships, (2) master's students on assistantships, (3) doctoral students on fellowships, (4) master's students on fellowships, (5) doctoral students not on appointment, (6) master's students not on appointment.

Computer service is available to graduate students on three bases: (1) work in connection with a research project to which a student is assigned is normally covered by the project budget and should be cleared first with the faculty member supervising the project and second with the department services manager, (2) work in connection with a course may be covered by prior arrangement on the part of the instructor and can be cleared with the department services manager, (3) work in connection with thesis research, not on a department project, must be arranged by clearing first with the major professor and second with the department services manager.

Appendix A

CREDIT LOADS

Normal Credit Loads. Within the following credit load ranges, graduate students with various percentages of University appointments are considered to be making normal progress toward a degree. Students are not encouraged to carry loads above or below these limits, although advisors may permit exceptions when good reasons are presented. The lowest normal load is the highest permissible minimum which a department may require.

| <u>University Appointment</u> | <u>Normal Load</u> |
|-----------------------------------|--------------------|
| 0-25% | 3 - 4 units |
| 26-40% | 2½ - 3½ units |
| 41-60% | 2 - 3 units |
| 61-74% | 1½ - 2½ units |
| 75-90% | 1 - 2 units |
| 91-100% | ½ - 1½ units |

Maximum Credit Loads. The Graduate College limits the maximum amount of credit for which a University appointee may enroll in accordance with the following table:

| <u>University Appointment</u> | <u>Maximum Credit Load</u> | |
|-----------------------------------|----------------------------|-----------------------|
| | <u>Semester</u> | <u>Summer Session</u> |
| 0-10% | 5 units | 2½ units |
| 11-25% | 4½ units | 2½ units |
| 26-40% | 4 units | 2 units |
| 41-60% | 3½ units | 2 units |
| 61-74% | 3 units | 1½ units |
| 75-90% | 2½ units | 1½ units |
| 91-100% | 2 units | 1 unit |

As the stated maxima represent the heaviest permissible credit loads for exceptional students, it is not to be expected that the majority of students will register for maximum loads. These maxima cannot be exceeded except under unusual circumstances and on petition to the Graduate College at the time of registration. Petitions received after the 10th day of instruction will not be considered. Petitions for overloads exceeding one-half unit will not be granted except to tax-exempt research assistants when the overload is created by thesis credit or to certain paid interns when the overload is created by academic credit granted for the work performed under the internship.

Graduate students and advisors should also be guided by these minima and maxima in regard to non-University employment.

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